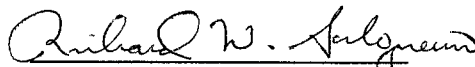
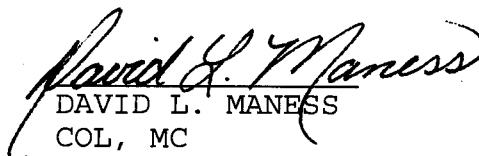


ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION (DHSA)

STUDENT EVALUATION PLAN
8B-70K67 (RC)
HEALTH SERVICES MATERIEL OFFICER COURSE (RC)


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DATE APPROVED: 20 Dec 04

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MCCS-HFE

STUDENT EVALUATION PLAN
8B-70K67 (RC)
Health Services Materiel Officer Course (RC)

I. PREFACE. The purpose of this Student Evaluation Plan is to establish policies, assign responsibilities and prescribe procedures for the execution of the 8B-70K67 (RC), Health Services Materiel Officer Course (RC). The policies and procedures prescribed herein shall apply to all individuals attending this course.

II. COURSE DESCRIPTION.

A. Course Length/Location. This course consists of two Phases. Phase 1 is non-resident consisting of 88 credit hours of correspondence course study administered by the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas. Phase 2 is the resident portion consisting of two weeks of didactic instruction at the AMEDDC&S. The course is designed to fill the scholastic requirements for awarding the 70K67 Health Services Materiel Officer Area of Concentration (AOC) to Nonactive Duty Reserve Component personnel.

B. Scope. The 8B-70K67(RC) content consists of principles and techniques used in the management of logistical functions in both TDA and MTOE units, acquisition, stock control, property management, storage and quality control procedures as they relate to Class VIII supplies, mobilization programs, medical assemblages, and combat service support organizations in the theater of operations.

C. Prerequisites. The 8B-70K67 (RC) is open to Nonactive Duty Reserve Component, Medical Service Corps Officers in the rank of Major or below and Warrant Officer (670A). Personnel must have current or anticipated assignment to logistical related duties within the Reserve Component structure. Completion of the AMEDD Officer Basic Course or equivalent is required. Academy of Health Sciences Letter of Eligibility For Completion or proof of completion of the 8B-70K67 (RC) Phase 1 must be forwarded with application for the resident Phase 2 portion of the course. You must meet height and weight standards IAW AR 600-9.

D. Service Obligation. Minimum time in service remaining upon completion is ARNG IAW NGR 350-1; USAR, IAW 135-20.

III. PURPOSES OF EXAMINATIONS. You will take an initial diagnostic test based on Phase I course work, in addition to the examinations and graded practical exercises listed on paragraph IV below. The purposes of these examinations include, but are not limited to the following:

A. Measuring the degree to which you have achieved the stated course objectives.

B. Monitoring your progress in meeting course objectives.

C. Providing feedback to the Course Director on the effectiveness of instruction and instructional materials.

D. Assisting the Course Director with data/information for the evaluation of instructional methods.

E. Rank-ordering students when applicable.

IV. COURSE REQUIREMENTS. To graduate from this course, you must achieve the required academic and nonacademic standards.

A. Academic Standards.

1. You must attain a cumulative academic average of at least 75.00% (i.e., 312 out of 415 possible points) to "Achieve Course Standards" on your Academic Evaluation Report (AER), 70.00-74.99% to receive "Marginally Achieve Course Standards". You must graduate in the top 20% of your class in order to receive "Exceeded Course Standards" AND you must receive 70% or greater on both examinations.

2. Academic points are awarded as follows:

<u>EVALUATION</u>	<u>POSSIBLE POINTS</u>
a. <u>Examinations:</u>	
Examination 1	150
Examination 2	150
*b. <u>Graded Practical Exercises:</u>	
Federal Logistics (FEDLOG)	10
Universal Data Repository (UDR)	10
Hand Receipts	60
Common Table of Allowances	15
TAADS	20

* Testing for FEDLOG and UDR is conducted during the first Saturday of the course.

Total	415
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3. Students will be required to complete various reading and writing requirements which will be evaluated.

B. Nonacademic Standards.

1. Standards of Conduct. Adverse conduct such as cheating, disrespectful behavior, personal appearance, substance abuse, fraternization with instructors, and insubordination are prohibited and school policies will be strictly enforced, IAW UCMJ, and AMEDDC&S Reg 351-12 as applicable. You are required to read this SEP and sign the Acknowledgement Memorandum (See Appendix) within 24 hours.

2. Physical Training. You must maintain height and weight standards. You will not be enrolled to this course if you fail to meet the height and weight standards IAW AR 351-1, AR 600-9, TRADOC Reg. 350-6, and AMEDDC&S 351-12 as applicable.

3. Army Physical Fitness (APFT). An APFT will not be administered.

V. POLICIES/PROCEDURES.

A. Evaluations.

1. You will receive a diagnostic examination on the

first day before starting class. This examination will cover Phase 1 of your course.

2. You will receive two examinations during the course, each worth 150 points. There are also graded practical exercises worth a total of 115 points.

3. You will be informed of the results of your performance as soon as possible following each examination or practical exercise.

B. Remedial Training/Retest. Appropriate remedial training and retesting will be IAW AMEDDC&S Reg 351-19, and performed before or after normal duty hours, or during Class Advisor's time as coordinated by the Class Advisor.

1. You will be retested only after remedial training has been completed.

2. The maximum score you can achieve for a retest is 70.00%.

3. If you fail a retest, you will be referred to the Program Director for counseling action and possible removal from the course.

C. Academic Counseling. Counseling will be conducted IAW AR 635-200, AMEDDC&S Reg 351-12. Counseling gives you regular scheduled times throughout the course to review your academic progress. It affords frequent opportunities for your Academic Counselor to review your academic progress.

1. Assignment of Academic Counselors.

a. Your Class Advisor will assign a counselor to you from the Logistics Management Branch.

b. The Class Advisor will become your counselor if you are placed on academic probation.

2. Frequency of Counseling.

a. You are required to report to your counselor not later than the following duty day after receiving your examination score.

b. You will be formally counseled in writing, a minimum of two times during the course. It is ideal if you meet face-to-face with your counselor at least once a week.

c. You will be counseled after each examination, practical exercise or quiz that you fail. You may request academic counseling at any time throughout the course from the faculty or staff.

D. Grading. Grades and percentages are determined utilizing a 415 academic point system. The total number of points achieved is divided by the points possible to determine grade point average. If your academic average falls below 75.00% at any time during the course, you will be placed on academic probation. See paragraph IVA for the assignment of grade points. You will remain on academic probation until your cumulative average reaches at least 75.00% IAW AMEDDC&S Reg 351-12.

E. Student Ranking and Grading System.

1. Your grades are rank ordered (compared with other students' grades) by total cumulative grade points.

2. Your eligibility to compete for honors and awards is IAW AMEDDC&S Reg 351-10. If you have been placed on probation during the course, you will NOT be eligible to compete for honors and awards.

F. Probation. Procedures for academic probation are discussed in AMEDDC&S Reg 351-12.

1. Purpose.

a. To help you identify performance problems and consequences, if corrective actions are not implemented.

b. To advise you in ways to improve your performance.

c. To provide you a means by which to measure improvement.

2. Academic Probation.

a. You will be placed on academic probation if your course cumulative point total reaches 74.99% or below.

b. If you are on probation, you will attend study halls conducted by Academic Counselors during non-duty hours.

c. You must demonstrate progress if you are on academic probation. You may be removed from academic probation once your cumulative point total reaches 75.00% or higher.

3. Nonacademic Probation. Personal behavior that interferes with the conduct of class, fails to meet prescribed standards of behavior, or constitutes a habitual disciplinary problem are defined in AMEDDC&S Reg 351-12 and may result in UCMJ action.

G. Student Relief. In accordance with AMEDDC&S Reg 351-12, your Academic Counselor, with concurrence of the Program Director, may recommend that you be relieved from the course for any of the following reasons:

1. Academic Relief. You may be recommended for relief if you fail to meet academic course requirements as described in IVA Above.

2. Nonacademic Relief.

a. You may be recommended for relief for personal behavior that interferes with the conduct of class, failure to meet the prescribed standards of behavior, or habitual disciplinary problems occur.

b. You may be recommended for relief if you miss 8 hours of class (i.e., emergency leave, hospitalization, incarceration, etc).

VI. SPECIAL RECOGNITION FOR STUDENTS.

A. PROCEDURES.

1. Your class standing is determined by rank ordering your cumulative grade point average with those of other students in your class.

2. If you satisfy selection criteria for Distinguished Honor/Honor Graduate, you will be nominated as a candidate. The Course Director will make the final selection.

3. Normally there will be one Distinguished Honor

Graduate (DHG) selected per class, however, a class may not have a DHG if at least one candidate is not eligible.

B. DESIGNATION.

1. Distinguished Honor Graduate (DHG).

a. To be nominated as a candidate for DHG, you must do all of the following:

(1) Attain the highest end-of-course percentile average of 95.00% or higher (i.e., have at least 394 of 415 academic points).

(2) Score above 75.00% on both examinations

(3) Successfully pass all practical exercises.

(4) Meet height and weight standards.

(5) Have no disciplinary actions on record.

(6) Have no adverse documentation on student counseling forms.

(7) Have no disciplinary actions on record.

b. You will be nominated as Distinguished Honor Graduate, if you achieve the highest academic average without failing any exam.

c. An official certificate prepared by Department of Academic Support and Quality Assurance (DASQA) and signed by the Commandant will be awarded to you if selected.

2. Honor Graduate.

a. To be nominated as a candidate for Honor Graduate, you must do all of the following:

(1) Attain an end-of-course percentile average of at least 90.00% or higher (i.e. have at least 374 of 415 academic points).

(2) Achieve the second highest academic

average scoring above 75.00% of possible points on all exams.

(3) Successfully pass all practical exercises (See Paragraph IV).

(4) Meet height and weight standards.

(5) Have no adverse documentation on student counseling forms.

(6) Have no disciplinary actions on record.

b. You will be nominated as Honor Graduate, if you achieve the second highest academic average without failing any exam.

c. An official certificate prepared by DASQA and signed by the Commandant will be awarded to you, if selected.

3. Commandant's List.

a. To be eligible for inclusion on the Commandant's List, you must do the following:

(1) Be in the top 20% of the graduating students in your class, including the DHG and the Honor Graduate.

(2) Score above 75.00% of possible points on both examinations.

(3) Successfully pass all practical exercises (See Paragraph IV).

(4) Meet height and weight standards.

(5) Have no disciplinary action taken or pending while assigned/attached in a student status.

(6) Have no adverse counseling statements on record concerning improper behavior or inappropriate conduct.

VII. ELIGIBILITY FOR DIPLOMA. You will be awarded a diploma upon satisfactory completion of the academic and nonacademic requirements of this course as stated in Paragraph IV above.

VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents an enlisted soldier's military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the soldier's military learning experiences. To request of an AARTS transcript:

1. Visit the AARTS web site at:
www.leavenworth.army.mil/aarts
2. E-mail AARTS at: aarts@leavenworth.army.mil
3. Mail or fax a written, signed request or
completed DA Form 54054-R to: AARTS OPERATIONS CENTER, 415
MCPHERSON AVE, FORT LEAVENWORTH KS 66027-1373. FAX: (913) 684-
2011 Or DSN 552-2011.
4. Telephone AARTS (toll-free) at (866) 297-4427
or DSN 552-3269
5. For Soldiers needing more information , contact :
AMEDDC&S Registrar, DSN 471-6207, (210) 221-6207, or e-mail
registrar@amedd.army.mil/

B. To apply for college credits you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide on acceptance of ACE credit recommendations and hours to be credited.

C. Application Assistance. The Education Services Officer from the Army Education Center will assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

IX. **ACADEMIC EVALUATION REPORTS (AER).** Your Academic Counselor will prepare your DA Form 1059, Academic Evaluation Report. You may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-1.

X. APPENDIX. SEP ACKNOWLEDGEMENT MEMORANDUM

APPENDIX

STUDENT EVALUATION PLAN ACKNOWLEDGEMENT MEMORANDUM

MCCS-HFE

Date _____

SUBJECT: Acknowledgement of Reading Student Evaluation Plan
(SEP)

1. I have read and understood the Student Evaluation Plan (SEP) for the Health Services Materiel Officer Course (Reserve) 8B-70K67 (RC) Phase 2 Course dated _____. All questions I had pertaining to the SEP were answered prior to signing this memorandum.

2. I have also been informed of the counseling requirements IAW AMEDDC&S Reg 351-12.

Signature

Date